

Purpose**Purpose**

Use this procedure to claim reimbursement of expenses incurred on official business according to state regulations..

Trigger

An employee has incurred travel expenses on official business and needs to claim reimbursement.

Prerequisites

- Employee must exist in SAP HR system.
- Employee must have a previously approved Travel Request.
- Employee must be able to access ESS.

Menu Path

Use the following menu path(s) to begin this transaction:

- There is no menu path for tasks completed through the portal.

Transaction Code

Portal

Helpful Hints

- None

Procedure

1. Start the transaction using the menu path or transaction code.



**PageBuilder**

2. From the My Travel and Expenses Screen click on **Create Expense Report**.



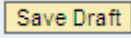

This simulation must be done after completing the Create Expense Report simulation

**Expense Report**

3. Select the Travel Request for which you need to create an Expense Report by clicking on the **Grey Box** next to the correct row.
4. Click the **Schema** dropdown .
5. Select the **Domestic Official** Schema for US, Canada and Puerto Rico trips, or click **International Official** for other countries. The country you have put in the Request must correspond to the schema selection.
6. Click the **Start** button .
7. Enter or change any information on this screen. All the information you enter in the Travel Request selected will be carried over to the Expense Report.




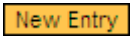


Caution: Clicking on the **Cancel** button on any screen will take you back to the main menu without saving your work.

8. Click the **Per Diem Reimbursement for Meals** checkbox ☐ to claim Per diem if applicable. Add Mileage below, if applicable.
9. Click the **Save Draft** button .
10. Click the **Enter Receipts** button .



You will see this error message when you use a Travel Request to Create a Expense Report.

The next step will explain how to manage this message.

11. Click the **Delete** button  to delete the Estimated Costs. This step must be performed to save your Expense Report. Once you delete this line, the error message will disappear .
12. Click the **New Entry** button  to claim receipts, if applicable.
13. Click the **Expense Type** dropdown .
14. Click the correct **Expense Type**. For this example, click the **MISC PARKING** list item .

15. As required, complete/review the following fields:


- 001

16. Enter a description in the **Description** text box. For this example, enter "Parking".

17. As required, complete/review the following fields:

- Location: *

18. Click the **Accept** button .

19. Click the **Review** button  if you have completed entering all information.

20. Select the **Save and Send for Approval** radio button if you are ready to submit the expense report for approval.

21. Click the **Save and Send for Approval** button .



If you see this message, it indicates that there is no budget available for paying the Travel Expenses. Please contact the appropriate persons in your agency to resolve this.

Result

You have successfully claimed reimbursement of expenses incurred on official business according to state regulations.